

# STATE OF CONNECTICUT | OFFICE OF POLICY AND MANAGEMENT

Comprehensive Planning and Intergovernmental Policy Division 450 Capitol Avenue | MS# 540RG | Hartford, CT 06106-1379 NOTICE OF GRANT AWARD



The Office of Policy and Management, Comprehensive Planning and Intergovernmental Policy Division, hereby makes the following grant award

in accordance with CGS Section 4-66r of the 2018 Supplement and Section 1 of Public Act 18-81

	<u> </u>					
Grantee: South Central Reg	gional Council of Governments			Town Code:	719	
Street address: 127 Washin	gton Avenue 4th Floor	State Agency Cod	e: N/A	DUNS No. (if applicable): N/A		
City: North Haven		State: CT	ZIP Code: 06473	FEIN (required): 06-0770103		
Grant Program Name: Regio	nal Services Grant		-	000		
OPM Grant No.: Rsg-c	19-07 Project Ti	tle: FY 19 Regional	Services Grant			
Date of Award: 6/1/2018	Category (if applicable):		•••			
Period of Award: (Choose or Start Date: ☐, The date Notice ☐ On Select Date ☑ 7/1/2018 pursu award).		rd is signed by both	parties (whichever is la	ater)	End Date: 6/30/2019 	
Amount of Award: \$493,504	Federal: \$ N/A	State: \$49	3,504.00		Interest: \$ NA	
State Match: \$ N/A	Grantee Match: \$ N/A	Other	:\$ N/A Specify: N/A	•		
Total Budget: \$493,504.00	Catalog of Federal Domestic	: Assistance (CFDA)	Number: <b>N/A</b>			
Federal Grant No.: N/A		Grantee Fiscal Year	: From: July 1 To: Ju	ne 30		
My signature below, for ar certifies that: 1.) I have the Grant Conditions.  BY:  Signature of Authoric	authority to execute this a	named grantee, greement on beha	if of the grantee; and	of the above d 2.) The grante	referenced award and further e will comply with all attached	
	zea Grantee Official		Date			
Carl Amento	•		Executive Director			
OR THE OFFICE OF POLICY AN	D MANAGEMENT:					
Y:						
Signature of OPM Seco Benjamin Barnes, Secr	etary or OPM Deputy Secrei etary or Susan Weisselberg,	ary Deputy Secretary	Date	•		
or OPM Business Use Only				•		
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AMOUNT	FUND	DEPT	SID	PROG	ACCT	CHART 1	CHART 2	BRYR	PROJECT
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# STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

July 25, 2018

Carl Amento
Executive Director
South Central Regional Council of Governments
127 Washington Avenue – 4<sup>th</sup> Floor
North Haven, CT 06473

Dear Mr. Amento:

In accordance with Connecticut General Statutes Section 4-66r (2018 Supplement), I hereby approve the South Central Regional Council of Governments spending plan for FY-19. My staff-will provide you with instructions for processing and executing your FY-19 Regional Services Grant (RSG) award.

Benjamin Barnes Secretary

Cc: Dan Morley

# Revised SCRCOG FY 2018-19 Regional Services Grant (RSG) Spending Plan July 25, 2018

# **INTRODUCTION**

The SCRCOG proposed RSG Spending and Work Plan for FY 2018-19 represents an effort to expand SCRCOG's products and services to its member municipalities in the non-transportation area. The Spending Plan seeks to meet state legislative goals associated with the RSG funding for regional approaches to inter-municipal service/operations sharing, tourism and economic development, GIS mapping, and environmental and sustainability initiatives.

With funding almost doubled for the current year over the previous year, SCRCOG proposes to accomplish several long-standing objectives by utilizing third-party consultants in a similar manner to what has been successfully employed on the transportation side of SCRCOG's work program.

SCRCOG's objectives for the RSG Spending Plan are to:

- Utilize the RSG funds in the best interests of all of the SCRCOG municipalities;
- Leverage state RSG funding to provide match for federal transportation funding allowing the latter to be fully utilized;
- Expand SCRCOG's regional GIS program for the benefit of its member municipalities, and to add additional data layers to the GIS program;
- Fund SCRCOG staff work in the non-transportation area of inter-municipal shared services/operations, which is the primary purpose of the RSG;
- Fund consultants that will identify and assist SCRCOG municipalities in implement intermunicipal shared services/operations opportunities;
- Fund new and unique tools for regional and municipal economic development by partnering with REX Development to create a comprehensive business inventory database of businesses located in each SCRCOG municipality, and to create GIS mapping of cultural, historic and agricultural assets in each municipality to promote tourism;
- Fund a consultant that will organize a statutorily-mandated Human Services Coordinating Council.

#### SUMMARY OF RSG SPENDING PLAN

		Approved Budget Allocation	July 18th Revision	Total RSG Allocation
1	Regional Planning (Staff Labor and Expenses)	\$ 166,145	10,000	\$ 176,145
2	Transportation Planning (Match)	25,259	<u>-</u>	\$ 25,259
3	GIS Hosting and Maintenance	-	25,000	\$ 25,000
4	GIS Mapping Consultants	15,500	4,500	\$ 20,000
5	Sustainable CT/Municipal Program Consultants	10,000	- · · -	\$ 10,000
6	Shared Services/Operations Consultants (8/1 - 12/31/18)		65,000	\$ 65,000
7	Shared Services/Operations Consultants (1/1 - 6/30/19)	35,600	44,400	\$ 80,000
8	MS4 Technical Consultant		35,000	\$ 35,000
9	Regional Asset Mapping/Tourism Initiative (REX)	-	25,000	\$ 25,000
10	Regional Business Inventory Database Consultant (REX)	-	27,500	\$ 27,500
11	Human Services Coordinating Council Consultant		4,600	\$ 4,600
	Total	\$ 252,504	\$ 241,000	\$ 493,504

- \$176,145 for staff labor and expenses for Regional Planning and Municipal Assistance. This amount included the \$166,145 approved in May for the SCRCOG budget.
- \$25,259 for match for Transportation Planning Funds. This amount was approved in the SCRCOG budget in May.
- \$25,000 in GIS Program Hosting and Maintenance. This annual fee was originally planned to be paid from UPWP federal transportation funds, but paying it from RSG funds will allow the same amount to be available for additional transportation studies.
- \$20,000 for GIS Mapping Consultants. This amount included the \$15,500 already approved in the SCRCOG budget in May.
- \$10,000 for Sustainable CT/ Municipal Programs Consultants. (This amount was in the approved SCRCOG budget in May). \$7,500 will be used to pay dues to the Capitol Region Purchasing Consortium on behalf of SCRCOG municipalities.
- \$65,000 for Shared Services/Operations Consultants from August 1, 2018 to December 31, 2018 (Phase 1). This amount included the \$35,600 approved in the SCRCOG budget.
- \$80,000 for Shared Services/Operations Consultants from January 1, 2019 to June 30, 2019 (Phase 2).
- \$35,000 for MS4 Technical Consultant. These funds will be utilized for an MS4 Technical Consultant after a Scope of Work and an RFP are developed from input from meetings of municipal officials involved in MS4 Regulatory Compliance.
- \$25,000 to REX for Regional Asset Mapping/Tourism Initiative.
- \$27,500 to REX for Regional Business Inventory Database Consultant.
- \$4,600 for Human Services Coordinating Council Consultant. This is a statutorily-mandated project for COGs. The funding amount will need to be reduced to \$4,600 from \$5,000 to account for the fact that SCRCOG's total RSG allocation is \$493,504, not \$493,904 as listed in the May agenda budget submission.

# **SPECIFIC PROJECT DESCRIPTIONS**

a. Match for Federal Transportation Funding
 Due to reduced funding in the state budget, the state's traditional 10% match of federal transportation funding has been reduced to 7.6%. Approximately \$25,000 of the SCRCOG

RSG funding will be used to provide match for federal PL funds to provide planning studies for the benefit of SCRCOG municipalities and the region. Utilizing \$25,259 of RSG funds will allow full utilization of the federal transportation funding available to SCRCOG in FY 2018-19.

# b. Regional GIS Program Hosting and Maintenance

During FY 2018-19, the Regional GIS Program hosting and maintenance will be sustained through SCRCOG RSG funding in the amount of \$25,000. This annual fee was originally planned to be paid from UPWP federal transportation funds, but paying it from RSG funds will allow the same amount to be available for additional transportation studies

The regional web-based GIS program consists of a uniform regional parcel database, and the following data layers: Zoning, Land Use, ESRI Demographics, Environmental, Points of Interest, and Regional Trails. In addition, 2013 Aerial Imagery, 2016 Aerial Imagery and 2016 Oblique Imagery have been included within the Regional GIS Viewer. These data layers allow municipal planners and other users to view and analyze data in a broader context across municipal boundaries. The regional GIS program continues to be available and utilized extensively by our member municipalities as a regional asset and shared service.

#### c. Regional GIS Mapping Consultants

SCRCOG RSG funding in the amount of \$20,000 will be used to develop a Regional Tree Canopy Assessment, integrate the Open Space Inventory database (which was grant funded) into the SCRCOG GIS Viewer, and update the popular Regional Recreational Trails Mapping program for the benefit of SCRCOG municipalities and the region.

The Tree Canopy Assessment will allow SCRCOG and its member municipalities to understand the current tree coverage and plan/prioritize for future planting goals of each community. The assessment can also determine the location and amount of impervious cover. Improving a community's tree canopy can have a variety of benefits including climate resiliency, ecological, social and economic benefits.

The Regional Open Space Inventory funded through the Regional Performance Incentive Grant program categorizes open space by type, use, ownership, and protection status. The completed open space database will be integrated within the SCRCOG GIS Viewer.

SCRCOG will continue to make necessary updates to the Regional Recreational Trails program, including the GIS Trail Database and Viewer. Upon request, SCRCOG will provide additional printing of the Trail Brochures. A consultant will be contracted to meet with each municipality to update the trails data, content (narrative/photos) and mapping. In addition, the consultant will update the SCRCOG Trails Webpage to integrate a Search Functionality option.

# d. Regional Planning and Municipal Assistance (Staff Labor and Expenses)

The approved SCRCOG budget included \$166,145 in Staff Labor and Expenses to support the Regional Planning Program, specifically staff work on non-transportation areas of regional concern, including shared services, environmental and land use planning. SCRCOG will complete the mapping portion of a Regional Asset Mapping program conducted by REX with RSG funds which includes identifying cultural, historic, and agricultural assets for each town. The final product will include digital mapping and a map brochure for each municipality to be used for local promotion and tourism.

Funding will also allow SCRCOG staff to manage the consultants selected to complete other RSG-funded projects, and to continue operating regular non-transportation programs, such as overseeing the Regional Planning Commission or providing technical assistance to municipalities. SCRCOG has no other sources of funding besides the state RSG for non-transportation programs except local dues. The vast majority of SCRCOG's local dues are programmed for match of federal transportation funding.

An additional allocation of \$10,000 to fund an intern until June 30, 2019 is requested. SCRCOG's current summer intern, Andy Cirioli, has completed his undergraduate degree at Salve Regina University and is beginning his Masters in Public Administration program at the University of Connecticut in the fall. Andy intends to work at SCRCOG part-time throughout the school year, and will specialize in the shared services/operations area. Andy has interned in North Haven for First Selectman Freda and was previously a summer intern at SCRCOG.

### e. Sustainable CT/Municipal Program Consultants

The \$10,000 in RSG funding was approved in the SCRCOG budget in May. \$7,500 will be used to pay dues to the Capitol Region Purchasing Consortium on behalf of SCRCOG municipalities. The remainder will be used for responding to requests for assistance by SCRCOG municipalities

# f. SCRCOG Shared Services Work Plan (August 1 to December 31, 2018) Consultant Work (Phase 1)

This proposed Work Plan focuses on the time period until December 31, 2018. A Progress Report will be made to the Executive Committee for the November 2018 meeting. A proposed work plan and proposed consultants or consultant selection process for the January 1, 2019 to June 30, 2019 timeframe will be submitted to and will be reviewed by the Executive Committee at that same November meeting. The SCRCOG Executive Director will report on the status of each Consultant's work at each monthly SCRCOG meeting.

Total funding for Phase 1 is \$65,000 for consultants.

Project 1-Proposed tasks (detailed below) and total compensation: \$22,000 -

- Finance
- Purchasing

- Animal Shelter
- Information Technology
- Public Works

#### **Finance**

- Specific Project –Assisting in the implementation of Town of Bethany contracting with Town of Woodbridge for Bethany's financial recordkeeping and reporting utilizing Woodbridge's MUNIS financial system.
- General Project Meeting with SCRCOG Finance Directors and School Business
  Managers. Review of financial/operating software used by municipalities and Boards of
  Education and identifying opportunities for: sharing of financial systems between towns
  and between a town and its Board of Education (BOE), improvements in technology,
  increasing purchasing power by the adoption of common financial/operational
  technology systems, creating user groups among those towns/BOEs using same financial
  software platforms, and exploring adoption of Enterprise Resource Planning (ERP)
  systems.

### Deliverables-

- 1. Provide assistance in implementation of Town of Bethany contracting with Town of Woodbridge for Bethany's financial recordkeeping and reporting utilizing Woodbridge's MUNIS financial system.
- 2. Convene and meet with a SCRCOG Regional Finance Directors' Council.
- 3. Produce research findings and best practices, a template for one town contracting to provide financial services for another town, a report of dealings with financial software vendors, and a contract between towns.
- 4. Create spreadsheet of financial/operational software utilized by each SCRCOG municipality and BOE, including vendor, year entered into service, terms of contract, cost, and functions included in the software.
- 5. Create a list of existing software user groups in the region.
- 6. Report on opportunities for service sharing, joint purchasing, user groups and upgrading to an ERP system.
- 7. Assist in implementing, as desired, service sharing, joint purchasing, user groups, and any requested upgrading to ERP systems.

#### Purchasing

- Specific Project Review of City of New Haven's on-line purchasing system and comparison of it to the Capitol Region Purchasing Consortium's BidSync on-line purchasing system, to determine if either system can be utilized on a multi-town or region-wide basis.
- General Project Meeting with Purchasing Agents to determine interest in on-line purchasing systems, and to explore other technology needs of Purchasing Departments.
- Investigate technology procurement by local government from Purchasing Agents perspective.

#### Deliverables-

- 1. Convene and meet with SCRCOG Regional Purchasing Agents' Council.
- 2. Report on comparison of City of New Haven and BidSync on-line purchasing system, as well as other such systems available; with regard to suitability and feasibility for use by SCRCOG municipalities.
- 3. Report on other technology needs of Purchasing Departments.
- 4. Report on technology procurement by municipal Purchasing Departments.
- 5. Report on available procurement consortia.
- 6. Assist in implementing, as desired, utilization of an on-line purchasing system by SCRCOG municipalities, as well as best practices in technology procurement, and increasing participation in purchasing consortia.

#### **Animal Shelter**

- Specific Project Assisting in the implementation of Town of Woodbridge contracting with Town of Hamden to provide Animal Control facility for shared use by Town of Hamden.
- General Project Meeting with municipal officials engaged in Animal Control facilities planning. Investigation of other opportunities among SCRCOG municipalities for sharing of Animal Control facilities or services.

#### • Deliverables-

- 1. Meet with municipal officials involved in Animal Control facilities planning.
- 2. Research findings, provide template for one town contracting to provide use of an Animal Control facility to another town, and contract between towns.
- 3. Spreadsheet of Animal Control staffing, services and facilities for all SCRCOG municipalities.
- 4. Assist in implementing, as desired, shared use of Animal Control facilities.

#### Information Technology

General Project - Meeting with IT Directors of SCRCOG towns and BOEs. Investigation
of opportunities among SCRCOG municipalities and BOEs for sharing software systems,
increasing purchasing power by adopting common software platforms, forming user
groups, and sharing best practices. Investigate technology procurement from IT
Directors' perspective. Investigate opportunities for town and BOE sharing of IT
functions.

#### • Deliverables-

- 1. Convene and meet with SCRCOG Regional IT Directors' Council.
- 2. Create inventory of software systems utilized by SCRCOG municipalities and BOEs.
- 3. Report on opportunities for sharing of software systems, joint purchasing, forming user groups, and best practices.
- 4. Implement, as desired, sharing of software systems, joint purchasing, formation of user groups, and sharing of best practices among SCRCOG municipalities and with BOEs.

#### **Public Works**

 General Project - Investigation of opportunities among SCRCOG municipalities for sharing software systems, equipment, and operational best practices. Investigation of project, asset, fleet, and fuel management systems, as well as opportunities for joint purchasing among SCRCOG towns and with BOE, and through available purchasing consortia. Investigate opportunities for town and BOE sharing of Public Works functions.

#### Deliverables-

- 1. Convene and meet with SCRCOG Regional Public Works Directors' Council.
- 2. Spreadsheet of each town's public work functions, divisions and number of assigned personnel.
- 3. Inventory of public works software systems utilized by SCRCOG municipalities.
- 4. Report on operational best practices.
- 5. Inventory of project, asset, fleet, and fuel management systems.
- 6. Report on opportunities for joint public works purchasing among SCRCOG towns and their BOEs.
- 7. Report on opportunities for sharing of public works functions between and among towns and BOEs.
- 8. Assist in implementing, as desired, sharing of best practices, adoption of software solutions, and sharing of services/operations and equipment among SCRCOG municipalities.

Project 2-Proposed tasks (detailed below) and total compensation: \$20,000-

- Energy Conservation
- Urban Forestry
- Permitting
- Grants Finding and Administration

## **Energy Conservation**

- Meeting with municipal officials engaged in energy conservation and municipal energy task force members to learn of on-going and proposed municipal projects.
- Assist in organizing projects, as desired, at the regional level to promote best practices, energy efficiencies and economies of scale.
- Investigate opportunities for service sharing in the areas of renewable energy, purchasing through energy consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.
- Deliverables-
  - 1. Form a Regional Energy Conservation Council with representatives from each SCRCOG municipality, and hold regular meetings.

- 2. Report on on-going and proposed municipal energy conservation projects and analysis of which projects are feasible or desired for regional follow-up.
- 3. Report on opportunities for service sharing in the areas of renewable energy, purchasing through consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.
- 4. Assist in implementing, as desired, regional energy conservation projects in the areas of renewable energy, purchasing through energy consortia, building and fleet energy usage, and indoor, street and outdoor lighting, and promotion of C-PACE and solar energy programs.

## **Urban Forestry**

- Meet with municipal officials involved in municipal trees and forestry and identify opportunities for collaboration, service sharing and joint purchasing.
- Investigate feasibility of developing one or several municipal street tree nurseries on public property versus purchasing street trees from a common commercial vendor, and which alternative would result in reduced cost and ready availability.

#### Deliverables-

- 1. Convene and meet with SCRCOG Regional Forestry Council with representatives from SCRCOG municipalities.
- 2. Inventory existing tree planting programs in SCRCOG municipalities and report on best practices for such programs.
- 3. Report on feasibility of a municipal street tree nursery versus purchasing trees jointly from a commercial vendor.
- 4. Assist in implementing, as desired, an efficient, cost-effective way to buy street trees by either creation of a municipal street tree nursery or by joint purchasing from a commercial vendor.

### Permitting

- Work with Capitol Region Council of Governments to assess their on-line permitting offerings, ViewPermit and Municity, as well as other possible options.
- Meet with municipal permitting officials and assess their interest in on-line permitting, and the creation of user groups.
- Meet with permitting officials and encourage the sharing of best practices and opportunities for further technology improvements.

#### Deliverables-

- 1. Convene and meet with SCRCOG Regional Permitting Officials' Council.
- 2. Inventory existing on-line permitting systems being utilized by SCRCOG municipalities.
- 3. Compare features of available on-line permitting systems available to SCRCOG municipalities.
- 4. Report on best practices and opportunities for technology improvements for the permitting officials.

#### **Grants Finding and Administration**

- Compile a list of annual, periodic and on-going grants available to SCRCOG municipalities.
- Meet with municipal officials involved in grants administration to implement technology solutions and best practices for the administration of municipal grants on a regional basis.
- Deliverables-
  - 1. Convene and meet with SCRCOG Regional Grant Writers' Council.
  - 2. Create a list of annual, periodic and on-going grants available to SCRCOG municipalities.
  - 3. Identify or develop systems for effective grants administration for SCRCOG municipalities.

#### Project 3-Proposed tasks (detailed below) and total compensation: \$20,000-

- Solid Waste and Recycling/Materials Management
- Stormwater Regulatory Compliance (MS4)

# Solid Waste and Recycling/Materials Management

- Meet with municipal officials and organize projects, as appropriate, at the regional level to promote best practices, efficiencies and economies of scale.
- Investigate opportunities for service sharing in the areas of solid waste and recycling collections, and joint purchasing of services among towns and between towns and Boards of Education.
- Explore new areas of recycling such as organics and food waste, composting, textile and WRAP-plastic film recycling, and assist in implementing multi-town or regional collaborations.
- Determine feasibility of participating in the CT DEEP Pilot Program (Public Act No. 18-181) "Collection of Glass Separate from Curbside Program and Separated at Transfer Station".
- Meet with municipal officials and develop best practices and efficiencies in materials management, including, without limitation, electronic and mattress recycling, on a multitown, regional or Town-BOE basis.
- Deliverables-
  - 1. Convene and meet with SCRCOG Regional Solid Waste and Recycling Council.
  - 2. Inventory existing solid waste and recycling collection programs in SCRCOG municipalities, including curbside collection and transfer station operations.
  - 3. Report on opportunities to implement best practices, efficiencies and economies of scale.
  - 4. Report on opportunities for service sharing in the areas of solid waste and recycling collections, and joint purchasing of services among towns and between towns and Boards of Education.

- 5. Report on opportunities for new recycling opportunities such as food waste, composting, and textile recycling and multi-town or regional collaborations.
- 6. Inventory existing materials management programs in SCRCOG municipalities.
- 7. Report on best practices and efficiencies applicable to materials management programs.
- 8. Report on opportunities for collaboration between and among SCRCOG towns and BOEs in the area of materials management.
- 9. Assist in implementing, as desired, multi-town collaborations in the areas of solid waste collection and disposal, recycling, composting and materials management.

#### **Stormwater Regulatory Compliance (MS4)**

- Meet with municipal officials (engineers and public works directors) involved in MS4 compliance and develop collaborative and coordinated regional projects to create economies of scale among SCRCOG municipalities.
- Create content for municipal stormwater webpages.
- Develop MS4 Public Education and Outreach materials on a regional basis.
  - 1. Convene and meet with SCRCOG Regional Stormwater Collaborative.
  - 2. Create content for municipal stormwater webpages.
  - 3. Develop MS4 Public Education and Outreach materials on a regional basis.
  - 4. Investigate feasibility of regionalization of some stormwater mapping activities and coordinated regional procurement.

# g. SCRCOG Shared Services Work Plan (January 1 to June 30, 2018)

#### Consultant Work (Phase 2)

Phase 1 of the proposed Shared Services Work Plan focuses on the time period until December 31, 2018. A Progress Report will be made to the Executive Committee for the November 2018 meeting. A proposed work plan and proposed consultants or consultant selection process for the January 1, 2019 to June 30, 2019 timeframe will be submitted to and will be reviewed by the Executive Committee at the November meeting. The SCRCOG Executive Director will report on the status of each Consultant's work at each monthly SCRCOG meeting.

The proposed Work Plan for Phase 2 will be developed from meetings with SCRCOG municipal officials during Phase 1, and will either be carryover projects in the areas which were the focus of Phase 1, or will be in new areas identified by SCRCOG municipalities and SCRCOG staff during Phase 1.

Some possible areas of focus for Phase 2 might include: parks, recreation, human resources, risk management, and document management.

A budget of \$80,000 in RSG funding for Phase 2 is proposed for the hiring of consultants to identify and implement service and operations sharing opportunities on a multi-town basis within the region.

#### h. MS4 Technical Consultant

An MS4 Technical Consultant will be engaged by SCRCOG after a Scope of Work and an RFP are developed from input from meetings of municipal officials involved in MS4 Regulatory Compliance. Funding in the amount of \$35,000 will be reserved for this consultant.

# i. Regional Asset Mapping/ Tourism Initiative

#### Proposed Consultant- REX Development

The mapping of cultural, historical and agricultural assets on a town-by-town basis will require extensive work-sharing between SCRCOG and REX Development. REX has existing data which will be supplemented by meetings, interviews and surveys of relevant local officials, and SCRCOG staff will do the GIS mapping. Identifying these assets and depicting them in map form, both on the web and in brochures, will provide an invaluable tourism tool for REX and the individual SCRCOG municipalities.

Proposed tasks and compensation by tasks below:

- Regional Business Inventory Database- \$27,500 (full fiscal year)
- Regional Asset Mapping/Tourism Initiative- \$25,000 (full fiscal year)

### Deliverables-

- 1. Create a searchable database of businesses located within each SCRCOG municipality with a spreadsheet of several characteristics of each business, including address, contact information, industry, number of employees, etc.
- 2. Create digital mapping (SCRCOG) and printed brochures of maps showing cultural, historical and agricultural assets in each SCRCOG municipality.

# j. Regional Business Inventory Database

# Proposed Consultant- REX Development

SCRCOG and REX have worked jointly over the past year to develop a unique business inventory database for each town in the SCRCOG region. A list of businesses with contact and location information and identification of industry category does not exist in Connecticut and is rarely found anywhere in the United States. The creation of the existing list by SCRCOG and REX, which has been featured at a statewide data conference, was developed from open source databases by meticulous and time-consuming work. The next step is to merge the SCRCOG-REX list with a list of businesses created by CT Data Collaborative from the Secretary of the State's business registration database. After the data merger, further work will be needed to develop and refine the database. An important part of the process will be to compare and merge further business lists such as Chamber of Commerce membership lists, and to have the lists reviewed

and field-checked by municipal and other local leaders in in each SCRCOG member municipality. The ultimate objective is to create the best possible town-by-town inventory of businesses with several criteria collected for each business in a searchable database by the end of the FY 2018-19 Fiscal Year.

## k. Human Services Coordinating Council

Connecticut statutes mandate the creation and convening of a Human Services Coordinating Council in each COG region. The Coordinating Council provides a platform for municipal staff working in human services, youth services, and senior services to share resources and best practices with one another, while also hearing from representatives of state agencies and non-profits. With assistance from the United Way of Greater New Haven, SCRCOG has convened one meeting of such a council.

Proposed task and compensation by task below:

• Regional Human Services Coordinating Council - \$4,600 (full fiscal year)

#### Deliverables-

- 1. Convene two or more meetings of Regional Human Services Coordinating Council before June 30, 2019.
- 2. Maximize utility of meetings and any between meeting follow-up by setting agendas, creating issue briefings, etc.